

ROTATING RESIDENTS PROCESSING TIMELINE

ACTION	TIMELINE	DEPARTMENT ACTION
GW Program coordinator sends GME Office (Kate Turner)/GME rotator application (pre-authorization form)	Minimum of 90 days before start of rotation	GW Coordinator ensures form is completed accurately and completely
MedHub Onboarding Packet is released by GME to rotating resident	Sent within one week of receiving Pre-Authorization	Packets can only be sent to institutional email addresses
Rotating Resident completes MedHub packet	By deadline given in Medhub	GW PC monitors the completion of the MedHub packet. Follows up with rotator.
GME/Kate reviews the MedHub Packet	Ongoing	Send back any incomplete items with instructions. Notify visiting resident about any missing or incomplete items.
GW Coordinator Begins PLA Process (*Unless there is an institutional agreement in place)	By 60 days from start of rotation	GW PC fills in PLA template, adds Goals and Objectives, sends to sponsoring institution for signatures, obtains GW program director's signature, sends to GME.
GME obtains DIO's and Dean's signatures on PLA.	By 30 days from start of rotation	Completed PLA uploaded to MedHub
GME Sends Rotating Resident's Information to GWUH Medical Staff Office	By 30 days from start of rotation	Medical Staff Office Supplies SMS number so resident can have GWUH IT access.
GME sponsors rotating resident for GWID	By 30 days from start of rotation	GME Director approves affiliate request GWorld assigns GWID
If visiting resident does not have a DC license, they must apply for an MTR.	As soon as possible. No later than 30 days from start of rotation	An MTR application must be provided for each rotation. The dates of the attestation MUST match the date on the original MTR application.
GME provides attestation for MTR to DC BOM	By 25 days from the start of rotation	Approved by DC BOM approximately 1 day before rotation begins
GME sends rotator's Cerner packet to GWUH IT	By 10 days from start of rotation	GWUH IT creates an account for the resident and emails login information to the resident. GWUH IT emails to institutional email addresses ONLY.
GW Coordinator/Visiting Resident uploads active MTR to MedHub	By 7 days before the start of rotation	GW Coordinator ensures that a screenshot of the active MTR is uploaded to MedHub.
GME Office sends GWorld Card and Parking memos to visiting resident	By 5 days before the start of rotation	Visiting resident follows instructions on memos to obtain IDs.